



Digital Projects Specialist

Details

Job ID : 490

Title : Digital Projects Specialist

Job Code : 737

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- General Counsel - State Law Library

Purpose

Oversee the digitization of the library collection and placement of collection into a database format for the world wide web.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Skills/Abilities

- Advanced computer skills
- Proficient in all Microsoft office applications

Job Preferred Knowledge

- 1 Year related experience in a library setting

Job Duties

- Scan historic documents
- Convert documents using applicable software
- Proof read documents for accuracy
- Other special projects as assigned
- Other duties as assigned